



Chief Deputy Commissioner of Revenue

Department: Commissioner of Revenue

EEO Code: 21

Class Code: 1466

FLSA: E

Effective: 01/02/1993

GENERAL STATEMENT OF DUTIES:

Under general direction; performs work of considerable difficulty in assisting the Commissioner of Revenue in the administration of office operations, to include planning, organizing, staffing and managing; accepts full responsibility for office in Commissioner's absence; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Coordinates, directs and manages departmental operations, to include personnel resources, staffing, handling operational and employee concerns and ensuring adequate training of personnel; develops and monitors departmental budget; participates in decisions to hire, discipline, discharge and promote employees; classifies, assesses and issues County business licenses for more complex accounts; reviews documentation and approves tax reductions, exonerations and refunds; serves as liaison between the County and the public, to include assisting taxpayers by resolving complex issues and problems; manages the development and implementation of the Office's automated systems; coordinates activities with other County offices; researches State and County tax laws; consults with County Attorney and testifies in court; represents the Commissioner in his absence; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of State and Local tax laws, ordinances and regulations; of budgeting; of the principles and practices of personnel administration; of automated systems; of the operations of local businesses. Comprehensive skill in communicating effectively with owners/managers of County businesses, the public and subordinate staff; in consulting County personnel on technical, financial or administrative problems.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a bachelor's degree in business, accounting or related field and some master level course work in business or related field; must have five years of management experience in a tax related field; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
